



Fermilab Access and Codes of Conduct

Kevin Burkett

US LHC Users Association Meeting

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International Visitors

Context

- Particle physics is world-wide endeavor, and Fermilab seeks to be a global research destination of choice for everyone
- There are multiple hurdles for international visitors, collaborators, and users to reach Fermilab
 - State Dept.: visas and entry to the U.S.
 - Dept. of Commerce: export control
 - Dept. of Energy: access to lab resources (both the physical site and computing)
- Many of the rules regarding access come from above and beyond Fermilab
- Our job is to respect all of these rules ... and make coming to the lab as easy as possible

Access to Fermilab

- Fermilab is required to check whether the user/visitor is part of the CMS or Fermilab accelerator-complex user community
- Additional unwritten rules require additional scrutiny for new computing or site-access users
 - Certain countries require additional DOE scrutiny above and beyond Fermilab checks
 - This process takes time and often requires additional information from the user/visitor
- Fermilab is open for international business/collaboration but some partners will require additional attestations/approvals

Visiting Fermilab

- Your starting point for coming to the lab is the Fermilab Global Services webpage:
 - <http://get-connected.fnal.gov>
 - Follow instructions for “On-site access and computing accounts”



Global Services

[Useful information](#)

[Global Services Newsletter](#)

[Immigration Alerts](#)

Badging

[Sub-Contractor ID Badge](#)

Users

[On-site access and computing accounts \(remote access\)](#)



[Services and Committees for Users](#)

[Local resources](#)



[Frequently asked questions](#)

Visas

[How Do I ...? Helpful tips for newcomers](#)

[Visa Office portal](#)

[Entering the U.S./Accessing Fermilab](#)

[Visa assistance for employees and visitors](#)

The Global Services Group comprises the Users Office and the Visa Office.

Who and where we are

- [Griselda Lopez](#), Global Services manager, Wilson Hall Mezzanine
 - [Jessica Jensen](#)

- **Badging Office** in Wilson Hall Ground Floor
 - [Lene Andersen](#)

- **Users Office** in Wilson Hall Mezzanine
 - [Linda Granbur](#)
 - [Kimberly Pearce](#)

- **Visa Office** in Wilson Hall 15th Floor, West
 - [Kappatolia Sherman](#)
 - [Valery Stanley](#)

You may also contact us via our general [Badging Office](#), [Users Office](#) and [Visa Office](#) email mailboxes.

Vision

A positive employee and user experience.

Mission

Providing support and outreach to employees and user community. Enhancing services and building a strong multicultural exchange program.



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 - Follow instructions for “On-site access and computing accounts”
- **Start the process of getting on-site access well in advance of visiting the lab. The process takes time and often requires additional information from the user/visitor.**

Statement of Community Standards

Background

- Being part of the Fermilab community is both a privilege and a responsibility
- Fermilab's success depends on staff and users treating one another in positive, respectful manner
- With an international and diverse community, we wanted to set expectations for how we treat one another
- Fermilab now has a “Statement of Community Standards”
 - <http://directorate-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=174>



Statement of Community Standards

- The goal is that no matter who you are or where you are from, you can count on a basic level of decency and respect when you work in the Fermilab **community...and situations where this isn't happening will be examined and corrected**
- **Community Standards apply to both Users and Employees**
- Developed with input from Users Exec. Committee, Employee Advisory Group, Scientist Advisory Council, and others
- DOE-HEP and the FRA Board have been very supportive



Statement of Community Standards

The following basic principles apply to all members of the Fermilab community:

1. Build trust and credibility

Fermilab's success depends on the trust and confidence we develop with one another and with our stakeholders and partners including the U.S. Department of Energy, the American public, and the global scientific community. As we engage in business on behalf of the Laboratory, we each are ambassadors of Fermilab.

Fermilab's reputation is determined by our words and our actions. We gain credibility by fulfilling on our commitments and, when appropriate, acknowledging when we will not and taking responsibility for the consequences.

2. Communicate openly and honestly

Every member of the Fermilab community is welcome, and each encouraged to communicate their ideas and/or concerns. We seek to promote open communication which emphasizes listening, creativity, growth and development, collaboration, and inclusivity. This culture encourages respectful discussion and debate for mutual benefit.

3. Respect one another

Members of the Fermilab community shall be able to work in a safe and welcoming environment where everyone is treated with dignity and respect. Peer-to-peer or supervisory relationships that interfere with an individual's research or work performance, limit access to educational experiences and career opportunities, or adversely impact an individual's well-being are unacceptable.












Mutual respect is developed by:

- Valuing others and their points of view including those who don't easily find their voice.
- Being open to correction.
- Recognizing the skills and expertise of others in the Fermilab community.
- Sharing the credit.
- Being courteous.
- Welcoming new perspectives and ideas.
- Continuing to grow and develop and helping others to grow and develop.

“We are one Fermilab”

- To do our best work as a lab, we need a great mix of people who are welcomed and feel empowered to contribute
- The lab is committed to cultivating an inclusive work environment that connects each person to the lab by promoting collaboration, flexibility, and fairness.
- “We are one Fermilab” posters placed in meeting rooms around the lab reflect these values.

We are one Fermilab

-  Everyone is worthy of respect
-  Encourage discussion
-  Genuinely listen
-  Collaborate
-  Respect the messenger
-  Have courage
-  Own your voice
-  Be kind
-  Fresh perspectives lead to innovation
-  Encourage others to speak
-  Own it, mistakes happen
-  Share the air

Fermilab Community Standards

- A “code of conduct” is only as good as the people who follow it
 - We have to look after one another
- You are encouraged to raise concerns about any violation of the Statement of Community Standards. Confidentiality shall be maintained and reporting should proceed without fear of harassment or retribution.
- Variety of ways to report concerns
 - Fermilab Action Hotline (630-840-4000)
 - Particle Physics Division management
 - Particle Physics Division HR partner (Deanne Randich)
 - Director’s Office
- Some situations will merit an investigation and the lab is developing a transparent and fair process to do so

Questions?